



## **CONSTITUTION AND RULES** **BRACKNELL ICE SKATING CLUB**

The following constitution and rules were agreed at the inaugural meeting held on 13/9/88 and amended at the annual meetings held on 27/6/90, 19/6/91, 24/6/92, 21/7/93, 20/7/94, and at the special general meeting on the 20/9/95 AGM 10/98, 10/98, 09/01, 10/03, 10/04, 10/05, 10/06, 10/07, 10/08, 10/09, 10/11, 10/12, **10/14**

### **TITLE**

- 1** The name of the club shall be "**THE BRACKNELL ICE SKATING CLUB**", hereinafter referred to as "the Club", that the Club colours shall be "Blue, Yellow and White" with predominance being in this order. The Club shall be based at the JOHN NIKE Leisuresport Complex (Bracknell Ice Rink).

### **AIMS AND OBJECTIVES**

- 2** The aims and objectives of the club shall be to encourage and develop amateur ice skating amongst its membership, in all its forms that is i.e. Figure, Dance, Free and Synchronised. All members shall be eligible persons as defined by the NATIONAL ICE SKATING ASSOCIATION of UK Ltd, hereinafter referred to as "NISA". The rules of NISA and the "INTERNATIONAL SKATING UNION" hereinafter referred to as "ISU", as from time to time in force, shall be observed at all times.
- 3** Ancillary thereto, and in furtherance of this object, the club may raise monies to provide funds.

### **MEMBERSHIP AND SUBSCRIPTIONS**

- 4(a)** The Annual General Meeting may appoint life members to honour those who have given outstanding meritorious service to the club. Those so honoured may not, subject only to rule 9 below, have their life membership revoked, shall not be required to pay a subscription, but shall otherwise enjoy the full benefits and privileges of ordinary membership.
- 4(b)** Ordinary membership of the club (hereinafter also referred to from time to time as "membership" or "members") shall be confined to eligible skaters as defined by ISU Regulation 102, whose primary object shall be to participate in the sport, and thereby improve their skating excellence. All members shall be entitled to receive copy of this constitution, and to attend General meetings of the Club. A reduced Associate Membership subscription may be paid for non-skating members.
- 4(c)** Membership shall be open, on payment of the current fee, to all supporters of the Club's objectives, with all full benefits and privileges of the Ordinary membership.

- 4(d)** A reduced Family subscription may be paid by any family unit consisting of no more than two adults over the age of 18 years, together with their dependants under the age of 18 years, all of whom individually, satisfy membership requirements in Rules 4(b) and 4(c) above, each member having the full benefits and privileges of ordinary membership.
- 5** The Committee may nominate as Honorary members up to ten individuals who, while conforming to the Club's aims, and objectives, are either:
- (1)** unable to gain membership status, or
  - (2)** undertake to represent the Club in competitions in which case they will be deemed to be honorary members for the first three months immediately preceding their first competition for the club.
- Such nominees shall be without the privileges of ordinary membership, without voting rights, and shall be subject to ratification of each Annual General Meeting.
- 6** All applications from those seeking to become ordinary members of the Club shall be subject to confirmation by the Committee.
- 7** Members shall pay an annual subscription due on 1<sup>st</sup> of August each year, at a rate determined from time to time by the Annual General Meeting. A subscription shall not be levied upon Honorary members.
- 8** Members failing to renew their membership by payment of the appropriate annual subscription rate by the 1<sup>st</sup> of September each year forfeit all membership rights until a further membership application has been accepted in accordance with Rule 6.

## **DISCIPLINE**

- 9** The Committee shall at its absolute discretion have the power to suspend or expel any member failing to comply with this constitution, or the Club's code of conduct, or for any serious misdemeanour likely to bring the Club into disrepute or for any unacceptable behaviour that is detrimental to the Club and its members. Such action being notified in writing by the Secretary to the member concerned. Such persons shall have the following rights of appeal:
- To the Committee by notifying their intention to do so in writing to the Secretary within 14 days of receipt of the notification of expulsion or suspension, in which case the matter shall be heard at the next scheduled Committee meeting.
  - If the Committee upholds its decision to suspend or expel the member, the member may also appeal to the next Annual General Meeting by notifying their intention to do so in writing to the Secretary in accordance with Rule 14 below. The decision of the Annual General Meeting in such cases shall be final.

## **VISITORS AND GUESTS**

- 10** Visiting skaters from other rinks, including overseas visitors, may enjoy Club facilities for up to 14 days in any one year at the discretion of an Officer of the Committee, and on payment of the appropriate guest fee.
- 11** Members may introduce a guest to Club facilities for up to 14 days in anyone year, at the discretion of an Officer of the Committee, and on payment of the current guest fee, after which a membership application in accordance with Rule 6 shall be required, provided that no person shall be introduced as a guest who shall have been expelled or suspended from membership of the Club or whose presence or conduct shall be considered by the committee as objectionable, undesirable or prejudicial to the interests of the Club or its members.

## **MANAGEMENT AND CONTROL**

- 12** The management and control of the Club shall be vested in the Annual General Meetings, the Committee and the Officers.

## **ANNUAL GENERAL MEETING**

- 13** The Annual General Meeting of the Club shall be held during **October** each year, and at least 30 days' notice of the date time and venue shall be given by the Secretary to all members whether voting or not. All members shall be entitled to attend and vote, subject to the provisions of Rule 23 below.
- 14(a)** Resolutions and other items for inclusion in the agenda shall be submitted to the Secretary no later than 14 days before the Annual General Meeting date. An agenda will be published by the Secretary not less than 7 days prior to the meeting date, and will detail the business of the meeting, including provisions to:
- (1) confirm the minutes of the previous Annual General Meeting and note the minutes of any intervening Special General Meeting
  - (2) receive the Financial Statement, the Annual Report of Club activities during the preceding year, and the current membership position
  - (3) elect the Officers and Auditors.
- 14(b)** Nominations for Officers of the Committee shall be submitted in writing to the Secretary no later than 14 days prior to the date of the Annual General Meeting and shall bear the names, addresses and signatures of the proposer, seconder, and nominee, all of whom shall be fully paid up members of the Club.
- Nominations for members of the committee shall be submitted in writing to the Secretary no later than 7 days prior to the date of the Annual General Meeting and shall bear the names, addresses and signatures of the proposer, seconder and nominee, all of whom shall be fully paid up members of the Club.

- 14(c)** Where more than one nominee is proposed for the same office a vote shall be taken at the Annual General Meeting on each nomination in turn in order of their receipt by the Secretary and the result if a tie between one or more nominees will be decided on the number of nominations submitted for each nominee and if the result is still a tie the Chairman shall have a second and casting vote and his decision in such an event shall be final.
- 15** As soon as practical after each Annual General Meeting the Company shall be invited to nominate a member of the rink Management and a member of the Professional teaching staff to attend Committee meetings as observers, whose attendance shall be in an advisory, non-voting capacity.

## **SPECIAL GENERAL MEETINGS**

- 16** Special General Meetings may be convened either by the Committee, or at the written request of not less than 20 members to the Secretary, stating the purpose of the meeting. ALL members shall be entitled to attend and vote, subject to the provisions of rule 23 below.
- 17** The Secretary shall give at least 14 days' notice of the meeting, indicating the date, venue and agenda. Where the meeting is convened by the membership the Secretary shall receive not less than 30 days written notice of the intended purpose of the meeting, and the names of those members convening it.
- 18** No business other than that specified in the notice calling the meeting may be transacted at a Special General Meeting without the prior consent of the Chairman.

## **OFFICERS AND COMMITTEE**

- 19** The management and control of the Club between Annual General Meetings shall be vested in a Committee comprising the Officers and 17 members over the age of 18, three of which must be allocated specifically to the synchronised skating sub-committee, one as impaired skating representative and two Junior representatives either male or female age 14/17 years. The Officers shall be Honorary Chairman, Honorary Vice-Chairman Honorary Secretary, Honorary Treasurer, Opens Competition Secretary, and Club Competition Secretaries.
- 19(b)** A sub-committee to be set up to control and to be held responsible for the synchronised section only. This to consist of a Synchro Manager, Treasurer and one other.

Members of the synchro sub-committee can be appointed from both the existing club committee and the club membership. Any club member taking on a role within the synchro sub-committee must be co-opted on to the committee at the next available committee meeting.

Only one member per family to be eligible for a position on the synchro sub-committee; however more than one family member can stand but in the event of both being elected one must withdraw. Where there are two candidates

available for the same post then an election is to be held with a vote by the synchronised section members on the basis of one vote per family with parents voting on behalf of children under 14. Definition of family to apply as in Rule 4(d) of Constitution. Any contentious issue within the synchro sub-committee and/or its synchronised skating members, if unresolved, will be the subject of a vote by BISC committee members.

At the end of the synchro season in March/April the sub-committee must notify the BISC committee of any intentions to stand down from their roles and also if they wish to withdraw from the main committee to allow appropriate arrangements to be made with the treasurer for the handover of the synchro accounts

- 19(c)** One member of the committee to be nominated as responsible for overseeing the 'CHILD PROTECTION ACT' on behalf of the Bracknell Ice Skating Club and to report any actions taken at all committee meetings.
- 19(d)** An impaired skating representative to be appointed to set up, control and be held responsible for the impaired skating section only.
- 20** The Committee shall have the power to:
- co-opt additional members in an advisory capacity or to fill vacancies that occur during its term of office
  - prescribe the function of any sub-committee it may appoint
  - rule on any matter where this Constitution is silent
  - make, vary and revoke regulations not consistent with these Rules for the regulation of the internal affairs of the Club and the conduct of the members. All such regulations shall, until revoked by the Committee or set aside by a resolution of an Annual or Special General Meeting, be binding upon the members.
- 21** The Committee shall meet at such times as it may determine and not less than four times each year. Any Committee member absent for three consecutive committee meetings, unless acceptable reason given to the Committee, shall be deemed to have resigned their position.

## **MINUTES**

- 22** The Secretary shall maintain Minutes of all Annual General, Special General, and Committee meetings, copies of which shall be circulated to Committee members.
- 22(a)** A group email to be established for the members of the BISC committee. The Secretary to be responsible for instructing any additions, amendments or removal of committee members' names to the BISC committee group electronic mail or the synchro sub-committee group email as per recorded in the minutes.

A group email (newsflash) to be established for club members. Any instructions for additions, amendments or removal of club members' names to this group email to be the responsibility of the Membership Secretary.

A group email (newsflash) to be established for the U18 members of synchronised skating section and also separate group email for the adult members. Any instructions for additions, amendments or removal of synchro members' names to these email groups to be the responsibility of the Membership Secretary.

## **VOTING AND DECISION MAKING**

**23** Members aged 14 years and over may vote at Annual General and Special General Meetings by a show of hands unless a ballot is demanded before the question is put. Decision will be determined by a simple majority except in the case of an amendment to this Constitution, in which case the provisions of Rule 32 shall apply. In the event of equality of voting the Chairman shall have a second and casting vote.

**24(a)** Meetings shall only be quorate, and decisions may only be taken, if the following minimum attendance of members entitled to attend is achieved:

**Annual General Meetings:** 10 members including 2 officers

**Special General Meetings:** 10 members including 2 officers where the meeting is convened by the Committee or 20 members plus 2 officers if the meeting is called by members

**Committee Meetings:** 5 members including 1 officer

**24(b)** The Chairman of the Club shall preside at all meetings of the Club but, if he shall not be present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the members present and entitled to vote shall choose one of their number to be chairman of the meeting and that person shall have the full powers of the elected Chairman so replaced.

**25** No decision involving the facilities available at or offered by the Company, or any publication referring to or likely to affect the name or good standing of the Company or the Club shall be considered binding until ratified by the rink management.

## **FINANCE**

**26** The financial year of the Club shall be from 1<sup>st</sup> August to 31<sup>st</sup> July following and all Club funds should be administered by the Treasurer and the Committee.

- 27** (a) A banking account shall be opened in the name of the Club, and the authorised signatories on the Club cheques shall be any two of Honorary Chairman, Vice Chairman, Treasurer, Secretary and Competition Secretaries.
- (b) A separate banking account shall be opened in the name of Bracknell Ice Skating Club Synchronised Skating Section with the authorised signatories being either the Synchro Manager or the Synchro Treasurer plus one of either Chair, Vice-chair, Secretary or Treasurer.
- (c) A BISC website based electronic PayPal account shall be opened in the name of the club for the receipt of payments for club events and competitions. Authorised committee members to control the administration of the PayPal account and transfer of funds are Treasurer and Webmaster.
- 28** The Treasurer shall:
- Keep account of all income and expenditure and shall submit an audited statement of account to each Annual General Meeting.
  - Notify the balance of Club funds to each committee meeting.
  - The Synchronised Section Treasurer will submit a statement of their accounts to the Club one month before the Annual General Meeting to be audited.
  - The Synchronised Section Manager will submit a balance of their accounts to each Club Committee Meeting.
- 29** The Club accounts shall be audited each year by auditors proposed and agreed at the Annual General Meeting who are not associated with the Club.

## **INDEMNITY AND RISK**

- 30** Officers, Committee members, and members of any Sub-committees shall not be liable, other than as Club members, for any loss suffered by the Club as a result of the performance of their respective duties on the Club's behalf, except such loss as arises from their wilful default. They shall be entitled to indemnity out of the Club funds for all expenses and other liabilities incurred by them in the performance of their respective duties.
- 31** Any person making use of the Club's facilities or attending a Club function, including members, honorary members, and guests do so entirely at his or her own risk.

## **CONSTITUTIONAL AMENDMENT AND DISSOLUTION**

- 32(a)** No alteration may be made to this Constitution and Rules except at the Annual General Meeting or at a Special General Meeting, and then only by a majority of two-thirds of those present and entitled to vote.
- 32(b)** Request for the Annual or Special General Meeting to consider any alteration to this Constitution shall be in writing to the Secretary no later than 14 days before the meeting date at which the proposer or proposers will attend for the purpose of discussing the proposal prior to a vote being taken. Non-attendance by the proposer or proposers will be treated as withdrawal of the proposal and the matter will not be considered further without the consent of the Committee.
- 33** A proposition to dissolve the Club shall only be moved at an Annual General Meeting or at a Special General Meeting convened expressly for this purpose, and then only by a majority of three-quarters of those present, and entitled to vote.
- 34** On dissolution, the retiring Officers shall be charged with the responsibility of winding up the Clubs affairs. Any assets remaining after satisfying all outstanding debts and liabilities shall not be distributed amongst the members but shall be remitted to the NISA for the furtherance of ice skating.

## **HEADINGS AND INTERPRETATION**

- 35** The headings to these Rules are for ease of reference only and shall not be taken into account in their interpretation and in these Rules the singular shall include the plural and the masculine shall include the feminine and vice versa. The Committee shall be the sole authority for the interpretation of these rules and of the regulations made from time to time by the Committee and the decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules shall be final and binding upon the members.

**END**